

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Animal Control Officer
DEPARTMENT: Animal Control
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: POLE (Protective Occupations, Law Enforcement)

DATE WRITTEN: March 2006
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Animal Control Officer for the LaPorte County Animal Control Department, responsible for educating the public and enforcing animal control ordinances.

DUTIES:

Maintains a healthy environment for sheltered animals by cleaning cages and runways, and monitoring animals for signs of ill-health or disease.

Feeds, waters, and exercises sheltered animals daily, and administers minor medical treatments, such as delicing and flea medications.

Investigates reports of cruelty or inhumane treatment to animals. Impounds animals and/or initiates legal action.

Answers telephone, takes reports of lost and/or stray animals, and responds to questions regarding shelter animals and adoption procedures.

Responds to citizen complaints regarding stray animals, captures and transports animals to shelter facility.

Periodically issues citations for violations of animal control ordinances, state laws, and regulations regarding animal care and control.

Processes forms and receives money for reclaim and adoption of shelter animals.

Assists in administration of euthanasia to animals as assigned.

Performs general building maintenance, such as mowing, cutting brush and weeds, salting and shoveling walks, and repairing of fences.

Testifies in legal proceedings/court as required.

Responds to animal related emergencies on a 24-hour basis and from off-duty status.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Specific knowledge of and ability to interpret local and state animal control laws and ordinances, and ability to capture and properly handle a variety of animals of different temperaments and in various conditions of health.

Familiarity with the principles, purposes, and objectives of a progressive animal control program, such as spay/neuter and adoption policies.

Training in the administration of euthanasia.

Knowledge of safe cleaning and hygiene procedures as they apply to an animal control environment.

Ability to maintain accurate records and prepare factual reports, such as financial statements.

Ability to apply knowledge of people/locations, plan/layout assigned work projects, and read/interpret detailed maps.

Ability to safely operate, protect, and maintain a variety of hand and/or power tools, such as hammer, screw drivers, wrenches, hack saw, bolt cutter, pressure washer, foam gun, mop, broom, animal control equipment, and building maintenance equipment.

Ability to properly operate office equipment, including computer, calculator, copy machine, fax machine, telephone, digital camera, Police radio, and 2-way radio.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, Sheriff's Department, 911 Center, local animal control agencies, and members of the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment on several tasks at the same time, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to testify in legal proceedings/court as required.

Ability to occasionally work extended, evening, and/or weekend hours and travel out of town, occasionally overnight.

Ability to respond to animal related emergencies on a 24-hour basis and from off-duty status.

Ability to perform physical requirements of essential duties.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to standard department policies and guidelines, requiring supervisor's permission to deviate from standard operating procedures. Work is reviewed by supervisor for soundness of judgment and compliance with department policies and goals. Incumbent is responsible for the safe and humane capture, treatment, and care of small, large, and domestic animals.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, Sheriff's Department, 911 Center, local animal control agencies, and members of the general public for a variety of purposes, including requesting assistance involving animal reports and requesting and providing information regarding County animal control.

Incumbent reports directly to the Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, in the kennel, and in the field, including sitting/walking at will, standing/walking for long periods, lifting/carrying animals weighing over 50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, driving, close/far vision, color/depth perception, hearing sounds/communication, handling/grasping/fingering objects, working in extreme temperatures, working with animal control chemicals and cleaning supplies, exposure to animal waste, noise from barking dogs, and working in high places to rescue animals. Incumbent is required to wear boots, gloves, a hazardous materials suit, and a mask while working with chemicals. Incumbent may be exposed to irate/hostile individuals and animals and have to respond to situations involving potential physical harm to self and others.

Incumbent occasionally works extended, evening, and/or weekend hours and travels out of town, occasionally overnight. Incumbent responds to animal related emergencies on a 24-hour basis and from off-duty status.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Animal Control Officer for the LaPorte County Animal Control Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name